

Royalton Fire District 1 Prudential Committee Meeting Agenda

Wednesday, February 24, 2021 7 pm Via Zoom

Present: Theron Manning, Don Lovejoy, Judy Hayward, Peter Thornton, John Dettwiler, and Chad Barnaby

Agenda

The consensus of the meeting is that the agenda is accepted as is.

Call to Order.

Theron called the meeting to order at 7:08 pm

Public Comments- None

Eagle Scout Project

Theron welcomed Peter Thornton. Judy has had email correspondence with the owner of Kent's Ledge who also copied his attorney on correspondence with her. The owners are Kris Mitchell and his wife. The owner would like to try having the trail marked for one year. If there is an increase in vandalism or litter, they may withdraw approval. Owner asked that we not place any signs on his property. Judy suggested that we see if we can tap some service clubs from the Law School or area to assist with litter patrol throughout the year with a kickoff on Green Up Day.

Judy will work out the wording of the signs with Peter. She will prepare a memo for Peter confirming our participation and she will sign the proposal. Don Lovejoy and John Dettwiler will be assisting on this project as well. John Dettwiler made a motion with a second from Don Lovejoy that we work with Peter on the Kent's Ledge Trail Signs. John noted that he has some specific ideas of siting the signage. We discussed that there would be a path during the construction project with fencing to keep pedestrians safe. **The motion carried unanimously.**

Rescue Squad Report Passed over.

Minutes of February 10, 2020 meeting

Motion approve John Dettwiler with a second from Don Lovejoy to approve the minutes. The motion carried unanimously.

Chairman's Remarks

Theron has been working on the contract to make sure that there are no surprises and that we can feel assured that it has been given a thorough review. Theron wants to be sure that we get good "as built" drawings. There are additional fees for testing. John asked if we made changes that the lawyer wanted, and Theron noted that we did, and our attorney is satisfied. Theron clarified for Chad that there is a requirement that an engineer be onsite at all time. The owner is responsible for the contractor's performance; the engineer is responsible to ensure that the design is executed correctly. Theron has made clear to Naomi (Dufresne Group) that we need to be notified if they are concerned about the work done by the contractor during the project. Dufresne Group will send the bids out to a qualified list, but the bid process is open to the public.

Water Superintendent Report Passed over.

Theron noted that Wayne's email has been hacked and he is working on the resolution of it.

Administrative Assistant Report

Judy clarified that she had made a mistake on the Fairview Terrace electricity invoice and that the \$1500 charge belonged to the water pump account. This was discussed at the last meeting. The well at Fairview is no longer on our water system. It may be possible to get rid of the Fairview electrical account all together. It is there to provide heat tape and we probably don't need this any longer because the pipe for the well is buried below frost line. Judy will ask Wayne about getting this shut off in the spring. It could save approximately \$50 per month.

Judy indicated that she is continuing to work on several reports, the audit, delinquencies, and the bank account reconciliations. She expects to get two reports done by March 5. She believes the accounts receivable has dropped to around \$18,000 so she will send another round of billing reminders in March. She discovered that we owed USDA a report on the loan and that the US Business Census report needs filing. She has added both to the annual calendar for the office that she is compiling.

Work Orders

Don Lovejoy made a motion to pay the bills, three work orders for Water, Fire, and Rescue. John Dettwiler made a second to the motion, and the **motion carried unanimously.**

Adjourn

We adjourned the meeting at 8:01 pm.

Respectfully submitted,

Judy L. Hayward

Administrative Assistant